

Memorandum

TO : Chief, Records Administration Staff

DATE: 15 April 1965

FROM : Area Records Officer, Office of Logistics

SUBJECT: Records Report

REFERENCE: HN dated 24 February 1965

1. The Office of Logistics conducted a files cleanup campaign during the period 24 February through 31 March 1965. The following figures reflect the combined total effort.

Records Retired: 258 boxes

Records Destroyed
In Offices: 95.7 cubic feetSafes Turned In: five 4 drawer
Exchanges: one 4 drawer for
one 2 drawerTurned In: 3 sets of
Regulations
(2 Hqs and

2. At working on elimination of Cargo files and duplication of records by consolidation of all related material in one official voucher file. Additional file equipment should be salvaged upon completion of this project.

OL/EO/R&SB:TCB (15 Apr 65)

ADMINISTRATIVE - INTERNAL USE ONLY

Standard Form 63
November 1961
GSA Gen. Reg. No. 27

Rita

MEMORANDUM OF CALL

Date _____ Time 3 30

TO- Mr. C

☒ YOU WERE CALLED BY- ☐ YOU WERE VISITED BY-

[Redacted]

TELEPHONE: _____ Number or code _____

- ☒ PLEASE CALL ☐ WAITING TO SEE YOU
☐ WILL CALL AGAIN ☐ WISHES AN APPOINTMENT
☐ RETURNING YOUR CALL
☐ IS REFERRED TO YOU BY:

LEFT THIS MESSAGE:

*Returned 2 letters
from R.C. &
destroyed.
Receiving a number
of items in R.C.S.
Next Next Week -*

Received By

63-106

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